



NATIONAL ENDOWMENT FOR THE

Humanities

DIVISION OF **EDUCATION**

## **SUMMER SEMINARS AND INSTITUTES**

**Deadline: March 4, 2014 (for seminars and institutes in summer 2015)**

Catalog of Federal Domestic Assistance (CFDA) Number: 45.163

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### **Item referred to in this document needed to complete your application:**

- ☐ Grants.gov application package

Also see the **application checklist** at the end of this document.

### **Draft proposals (optional)**

Program staff recommends that draft proposals be submitted at least four weeks before the deadline. Time constraints may prevent staff from reviewing draft proposals submitted after that date. Drafts should be submitted to [sem-inst@neh.gov](mailto:sem-inst@neh.gov).

### **Questions?**

Contact the staff of NEH's Division of Education Programs at 202-606-8471 or [sem-inst@neh.gov](mailto:sem-inst@neh.gov). Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930.

## Submission via Grants.gov

### All applications to this program must be submitted via Grants.gov.

To submit an application via [Grants.gov](https://www.grants.gov), you must have an up-to-date Entity record in the [System for Award Management](https://www.grants.gov) (SAM). Entity records must be updated at least annually. We strongly recommend that you update (or, if necessary, create) your SAM Entity record at least four weeks before the application deadline, and that you complete or verify your Grants.gov registration at least two weeks before the application deadline.

## I. Program Description

These grants support faculty development programs in the humanities for school teachers and for college and university teachers. NEH Summer Seminars and Institutes may be as short as two weeks or as long as five weeks.

### NEH Summer Seminars and Institutes

- extend and deepen knowledge and understanding of the humanities by focusing on significant topics and texts;
- contribute to the intellectual vitality and professional development of participants;
- build communities of inquiry and provide models of civility and excellent scholarship and teaching; and
- link teaching and research in the humanities.

An NEH Summer Seminar or Institute may be hosted by a college, university, learned society, center for advanced study, library or other repository, cultural or professional organization, or school or school system. The host site must be suitable for the project, providing facilities for scholarship and collegial interaction. These programs are designed for a national audience of teachers.

### Program formats

- **Seminar for school teachers—sixteen participants (NEH Summer Scholars):** A seminar enables sixteen participants (of whom two may be full-time graduate students who intend to pursue a K-12 teaching career) to examine an important text, study works of well-known authors, or review scholarship on a significant historical period or event. The principal goals are to deepen teachers' understanding of the subject at hand through reading, discussion, reflection, and writing, and to sustain their intellectual commitment to teaching. The director, an expert in the field, guides discussion of common readings and offers advice for individual study and projects.
- **Institute for school teachers—twenty-five to thirty participants (NEH Summer Scholars):** An institute, which is typically guided by a team of core faculty

and visiting scholars, presents the best available scholarship on important topics and works in the humanities that are taught in the nation's schools. Participants (of whom three may be full-time graduate students who intend to pursue a K-12 teaching career) compare and synthesize the various perspectives offered by the faculty and make connections between the institute content and classroom teaching. The emphasis throughout is on teaching the specific humanities subject matter and not on pedagogical theory and approaches.

- **Seminar for college and university teachers—sixteen participants (NEH Summer Scholars):** A seminar enables participants (including two full-time graduate students in the humanities) to conduct scholarly research and focused study under the direction of a scholarly expert. The director designs a program to articulate key topics and focus discussion in seminar meetings. The director also advises participants on individual projects.
- **Institute for college and university teachers—twenty-five to thirty participants (NEH Summer Scholars):** An institute focuses on a subject of major importance in undergraduate education. Guided by a team of core and visiting scholars, participants (including three full-time graduate students in the humanities) explore a variety of perspectives on the subject. The primary goal is to advance humanities teaching.

These four models allow for variation. For example, seminars may be co-directed or they may include one or a few visiting scholars who contribute additional viewpoints or expertise. Institutes may provide time for individual research, reading, or writing. In the proposal applicants should explain variations in format and fully justify the allocation of time and resources.

NEH encourages Summer Seminars and Institutes in the following areas:

- foreign language projects for school teachers or college and university faculty designed to strengthen instruction at the advanced level through the use of humanistic sources;
- projects intended primarily for community college faculty; and
- projects that respond to NEH's [\*Bridging Cultures\*](#) initiative. Such projects could focus on cultures internationally, or within the United States. International projects might seek to enlarge Americans' understanding of other places and times, as well as other perspectives and intellectual traditions. American projects might explore the great variety of cultural influences on, and myriad subcultures within, American society. These projects might also investigate how Americans have approached and attempted to surmount seemingly unbridgeable cultural divides, or examine the ideals of civility and civic discourse. In connection with a focus on civic discourse, projects might explore the role of women in America's civic life as well as the civic role of women in other cultures and regions of the world.

### **Types of projects not supported**

The NEH Summer Seminars and Institutes program does not support

- projects that seek to promote a particular political, religious, or ideological point of view;

- projects that advocate a particular program of social action;
- empirical research in the social sciences;
- specific policy studies;
- educational or technical impact assessments;
- work undertaken in the pursuit of an academic degree;
- the preparation or publication of textbooks; and
- projects that focus on pedagogical theory, research on educational methods, tests, or measurements.

## II. Award Information

Awards for seminars range between \$75,000 and \$150,000 for a grant period of twelve months.

Awards for institutes range from \$90,000 to \$200,000 for a grant period of fifteen months.

### Grant period

Seminars (twelve months): October 1, 2014, to September 30, 2015

Institutes (fifteen months): October 1, 2014, to December 31, 2015

### Cost sharing

Cost sharing is not required in this program.

## III. Eligibility

Any U.S. nonprofit organization with IRS tax-exempt status is eligible, as are state and local governmental agencies and federally recognized Indian tribal governments. Individuals are not eligible to apply.

A director who submitted his or her first successful NEH summer program application before the March 2013 deadline is not eligible to reapply before the March 2014 deadline. First-time directors must instead complete their 2014 summer program, and receive evaluations from the NEH Summer Scholars, before they can submit proposals to direct future NEH summer programs.

NEH generally does not award grants to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. This does not preclude applicants from using grant funds from, or sites and materials controlled by, other federal entities in their projects.

Late, incomplete, or ineligible applications will not be reviewed.

## IV. Application and Submission Information

Applicants are encouraged to contact program officers who can offer advice about preparing the proposal and review preliminary proposal drafts, if they are submitted at least four weeks before the deadline. Responses to late-arriving drafts cannot be guaranteed. Although this preliminary review is not part of the formal process and has no bearing on the final outcome of the proposal, previous applicants have found it helpful in strengthening their applications. Draft proposals are optional; if you choose to submit one, send it as an attachment to [sem-inst@neh.gov](mailto:sem-inst@neh.gov).

Please consult the documents on the [program resource page](#): the sample application narratives, the sample budgets, and the FAQs (frequently asked questions).

### HOW TO PREPARE YOUR APPLICATION

Applicants should begin by reviewing the evaluation criteria listed below in Section V.

Your application should be free of jargon and accessible to nonspecialists. Applicants should refrain from proposing activities not supported by NEH. (These activities are listed at the end of the Program Description section of the guidelines above, beneath the “Types of projects not supported” heading.)

Your application should consist of the following parts:

#### 1. Table of contents

List all parts of the application and page numbers. Beginning with the narrative description, pages should be numbered consecutively through all sections of the application, including the appendices.

#### 2. Narrative description

Limit the narrative description to *twenty* double-spaced pages with one-inch margins and a font size no smaller than twelve points. Use appendices to provide concise supplementary material directly germane to the project.

Provide a detailed description of the project, consisting of the following sections.

##### a) Intellectual rationale

Explain the importance of the subject to be studied and its significance for teaching and scholarship in the humanities. Place the project in its scholarly and educational context and identify the benefits for participants. The intellectual rationale must clearly and persuasively justify the topics and approaches to the subject set forth in the program of study.

Explain why the program’s length is appropriate to the scope of the material that it will examine.

**b) Project content and implementation**

Describe how the project will be structured, what will be expected of the participants, and how they will be engaged in the collegial intellectual inquiry of the seminar or institute. (Please consult the [Principles of Civility for NEH Seminars, Institutes, and Workshops](#).)

In particular,

- 1) describe the weekly presentations, discussion topics, and questions to be engaged;
- 2) discuss the core readings in detail, indicating how they illuminate the approaches and arguments about the topic under study;
- 3) identify other resources and materials to be used;
- 4) describe any writing or research components, as well as any other independent projects; and
- 5) describe any activities, resources, or products for broad dissemination, including the project website.

Include a detailed program of study in an appendix.

Give careful consideration to the dates of the project, in light of the variety of school schedules across the country. NEH Summer Seminars and Institutes for school teachers should begin no earlier than late June and end by the first week of August. Projects for college and university teachers typically begin no earlier than the middle of June.

**c) Project faculty and staff**

***Applications for seminars:*** Discuss the relationship between the seminar topic and the director's (and, when appropriate, the co-director's) own interests and accomplishments. *Seminar directors must provide résumés of no more than five pages in an appendix.* Justify the use of co-directors and guest speakers and include in an appendix up-to-date letters of commitment and brief (two-page) résumés or narrative biographies.

***Applications for institutes:*** Identify principal faculty, visiting lecturers, other humanities professionals, and support staff. Describe their roles, responsibilities, and qualifications. (Note that the program strongly encourages the employment of staff assistants.) *The persons who bear primary intellectual responsibility for the institute must provide résumés of no more than five pages in an appendix.* For others include in an appendix up-to-date letters of commitment and brief (two-page) résumés or narrative biographies.

**d) Participant selection**

Describe the anticipated audience for the seminar or institute, your plans for attracting applicants, and your plans for selecting participants. Keep in mind that NEH Summer Seminars and Institutes should draw on a national pool of applicants. NEH staff will provide general eligibility and selection criteria, along with guidelines for applications to participate in a seminar or institute. You should indicate any special criteria pertinent to the proposed project, for example, foreign language proficiency.

Participants must be chosen by a selection committee convened by the project director. Seminar selection committees customarily consist of three members: the director; one or two colleagues of the director who have special knowledge of the subject under study; and, in the case of school teacher seminars, a K-12 teacher, preferably someone who has participated in a previous seminar. Institute selection committees may be drawn from the scholars and teachers who will contribute to the project and may include more than three members.

**e) Publicity and project website**

Describe the basic design and content of the project website. This website will serve as a tool for attracting potential participants and as an instrument for making the intellectual content of the project more widely available beyond its primary audience of NEH Summer Scholars. It will include the syllabus and reading list/bibliography, as well as information on the project director, visiting faculty, and institutional arrangements. For publicity and the development of the basic website, you may budget up to \$5,000.

Project directors are encouraged to develop additional Web resources that preserve and disseminate the intellectual content of the workshop. Such resources include but are not limited to podcasts of lectures, content-rich video, bibliographies, facsimiles of primary documents, interactive timelines or maps, annotated photographs, teaching units, interpretive essays, research papers, apps, and other curricular and classroom materials that would be useful to educators and scholars. If you intend to create such resources, please describe your plans for them in detail. You may request an additional amount of up to \$5,000 for these resources (yielding a total of up to \$10,000 for publicity and the enhanced project website).

To ensure broad dissemination of the project resources, NEH will provide links to websites of selected successful projects through its [EDSITEment](#) web portal for teachers. You can find a brief introduction to EDSITEment [here](#) (PDF).

**f) Professional development for participants**

In projects for school teachers, many participants will want to obtain continuing education units (CEUs) or in-service credit. When appropriate, discuss how the program will provide necessary documentation for teachers.

### g) Institutional context

Demonstrate that the mission and resources of the host institution support the proposed project. Discuss suitability of housing and supporting facilities as well as academic resources and technological capabilities.

## 3. Budget

Provide a budget. You can find sample budgets for seminars and institutes on the [program resource page](#). All of the items listed must be reasonable, necessary to accomplish project objectives, allowable in terms of the applicable federal cost principles, auditable, and incurred during the grant period. Charges to the project for items such as salaries, fringe benefits, travel, and contractual services must conform to the written policies and established practices of the applicant organization. When indirect costs are charged to the project, be careful not to charge to the project as direct costs expenses that are included in the organization's indirect-cost pool.

If you are claiming indirect costs, attach a copy of your institution's current federally negotiated indirect cost rate agreement to the budget form.

### A. Participant stipends

Each participant will receive a stipend according to the duration of the seminar or institute, whether two (\$2,100), three (\$2,700), four (\$3,300), or five (\$3,900) weeks. The stipend is intended to help cover travel to and from the project location, housing, meals, and other living expenses, as well as books and research expenses. The sponsoring institution is expected to make provision for suitable housing for participants at reasonable rates.

### B. Operating costs

#### Item 1: Salaries and wages

**Item 1a:** List here compensation for the project director(s) employed by the applicant institution. Project directors are compensated for all aspects of the program, including overseeing all arrangements, recruiting and selecting the participants, and conducting the residential portion of the project during the summer. Seminar directors may not assume any other commitments when the participants are in residence. Institute directors or lead faculty who bear primary intellectual responsibility for the project should be present throughout the program. Project directors are compensated at a fixed rate, depending on the number of directors and the length of their programs, as presented in the chart below:

# directors	2 weeks	3 weeks	4 weeks	5 weeks
1	\$15,000	\$17,500	\$20,000	\$22,500
2	\$9,000 each	\$10,500 each	\$12,000 each	\$13,500 each



If two persons are directing a project together, each of the two project directors would receive 60 percent of the base rate for a single director, as indicated in the chart above. Compensation for directors or co-directors not employed by the applicant institution should be listed under Item 3.

The compensation rates outlined above apply only to project directors who also serve as principal faculty of the program. Project directors who will not serve as principal faculty should discuss their situation with program staff before submitting an application.

**Item 1b:** List here other project faculty, lecturers, or professional administrative staff employed by the applicant institution. We recommend that applicants employ coordinators or assistants, as appropriate to the managerial and on-site needs of the project. Depending on their assignments and duties, the compensation of other project faculty, lecturers, and professional staff may be calculated on the basis of a suitable percentage of their full-time academic-year or administrative salary or on a per diem basis. Costs charged to the project budget should be entirely justified by the role and duties to be performed.

If a member of the participant selection committee (other than the project director) is employed by the applicant institution, a \$250 stipend for that individual would be included in this budget item.

**Item 1c:** List here clerical and administrative support as well as any support to be provided by graduate assistants.

### **Item 2: Fringe benefits**

Fringe benefits should be calculated for those individuals employed by the applicant institution and listed in Items 1a, 1b, and 1c. Fringe benefits may include contributions for social security, employee insurance, pension plans, etc. Only those benefits that are not included in an organization's indirect-cost pool may be shown as direct costs. Keep in mind that fringe benefits for clerical, administrative, and part-time personnel may be calculated at different rates than those used for employees on academic-year appointments. The different rates should be reflected in the breakdown shown on the budget form.

### **Item 3: Consultant fees**

List those individuals who are not employed by the applicant institution and will contribute to the project as directors, co-directors, visiting lecturers, leaders of study sessions, etc. The honoraria for visiting faculty and other consultants should be no higher than \$750 per person per day or \$3,000 per person per week. Travel and subsistence reimbursement for consultants should be entered below in Item 4.

*Note:* A \$250 stipend for any member of the participant selection committee (other than the project director) who is not employed by the applicant

institution would be included in this budget item. If a director or co-director is not employed by the applicant institution, this person's salary should be entered here, using the amount provided in Item 1a above.

#### **Item 4: Travel**

Participant travel is covered by the stipend awarded to each NEH Summer Scholar. List here travel and accommodation expenses for visiting consultants listed in Item 3 and the costs likely to be incurred by the project director(s) to attend an annual two-day project directors' meeting held in Washington, D.C. A project director's travel to and from a seminar or institute site away from the director's home institution is allowed, as are accommodation expenses at this site.

Costs should be calculated in accordance with the applicant institution's policy, and the method of calculation should be provided.

#### **Item 5: Supplies and materials**

You may request funds to cover reasonable administrative and project charges for supplies—for example, reading, computer, and instructional materials. Please note that these costs may be included only if they are not part of the indirect-cost pool.

#### **Item 6: Services**

Include the cost of duplication and printing, long-distance telephone charges, postage, museum admissions, rental of films and equipment such as buses and vans, and subcontracts of any kind. If you plan to collaborate with another institution, the grants office of the applicant institution may wish to consult with the NEH Office of Grant Management. Note that modest charges for food, such as light refreshments and water on site visits, may be included in this budget item. All services must be essential to the project. (See below for the list of inadmissible budget items.) Justify these requests in the budget narrative. Include an itemization of subcontract costs.

*Note on publicity and project website.* NEH posts lists of the seminars and institutes on its website; it also distributes this information to teachers through electronic bulletin boards, e-mail discussion lists, individual e-mail messages, and printed brochures distributed at professional conferences. To supplement this general publicity, project budgets should include a modest amount of money (up to \$5,000) for expenses such as developing a project website, hiring a communications intern, and undertaking publicity efforts to constituencies unique to the specific seminar or institute. You may include in your budget a supplementary amount of up to \$5,000 for additional online resources (yielding a total of up to \$10,000 for the enhanced website and related publicity).

**Item 7: Total operating costs** are calculated by adding items 1 through 6.

**C. Indirect costs (overhead)**

These are costs incurred for common or joint objectives that cannot be readily identified with a specific project or activity of an organization. Items that would be regarded as indirect costs include the salaries of executive officers, and the costs of operating and maintaining facilities, local telephone service, office supplies, and accounting and legal services.

Indirect costs are computed by applying a negotiated indirect-cost rate to a distribution base (typically a portion of the direct costs of the project). Organizations that wish to include overhead charges in the budget but do not have a current federally negotiated indirect-cost rate or have not submitted a pending indirect-cost proposal to a federal agency may choose one of the following options:

1. NEH will not require the formal negotiation of an indirect-cost rate, provided that the charge for indirect costs does not exceed 12 percent of direct costs, less distorting items (including, but not limited to, capital expenditures, participant stipends, fellowships, and the portion of each individual subgrant or subcontract in excess of \$25,000). This option is not available to a sponsorship or umbrella organization—that is, an organization that applies for a grant on behalf of an organization that may not be eligible to apply directly to NEH for a grant. Applicants choosing this option should understand that they must maintain documentation to support overhead charges claimed as part of project costs.
2. If your organization wishes to use a rate higher than 12 percent, provide on the budget form an estimate of the indirect-cost rate and the charges. If the application is approved for funding, instructions will be provided in the award document on how to negotiate an indirect-cost rate with NEH.

**D. Amount requested from NEH**

Amount requested includes items A, B, and C.

**Budget narrative**

You may include a brief budget narrative when requested costs are unusual or not obviously related to the proposed project. In particular, it may be useful to clarify requested compensation levels. If released time from teaching duties is proposed, indicate clearly how it will be used. Provide justifications in the narrative for equipment rentals and purchases.

### **Inadmissible budget items**

The following costs are not allowable and may not appear in project budgets:

- the cost of replacement teachers or compensation for faculty members performing their regular duties;
- the rental of recreational facilities and costs related to social events such as banquets, receptions, and entertainment; and
- tuition fees for participants. At the discretion of the applicant institution, credit may be awarded to participants who seek it. If any filing fee or tuition must be charged, it should be charged directly to those participants wishing to receive credit and should be fixed at the lowest possible rate. Such fees should **not** be deducted from the participants' stipends.

### **4. Appendices**

Limit your appendices to directly relevant materials discussed in the narrative, including

- a day-by-day program of study,
- detailed reading lists,
- brief résumés or biographies, and
- letters of commitment.

Number the pages of your application consecutively, including appendices. The proposal narrative should refer to items in the appendices by page number.

### **5. Evaluations**

**Project directors of previously funded NEH summer programs** must submit

1. copies of all NEH Summer Scholars' evaluations of their most recently offered seminar, institute, or Landmarks workshop; and
2. an explanation of how their experience as directors has shaped the project currently being proposed. This explanation may be woven into the narrative description of the project or included in this section of the application.

### **6. Reference letters**

Note: Project directors who have previously directed a seminar, institute, or Landmarks workshop should **not** submit reference letters.

**Project directors who have not previously directed a seminar, institute, or Landmarks workshop** must solicit two reference letters (up to two additional letters for a co-directed project) that address the qualifications of the principal(s) and the merits of the project.

You must use Form V (the Key Contacts form—see the instructions for Form V below, under How to Submit your Application Via Grants.gov) to provide your referees' names and contact information. Several days after the deadline, NEH will contact the referees via e-mail, asking them to submit their reference letters online. **Letters must be submitted online no later than March 21. List only referees on the Key Contacts form—not project staff.**

Project directors are responsible for providing referees with a draft of the proposal narrative. Letters of reference should address the proposed activity and how well the project director is suited to undertake it.

## HOW TO SUBMIT YOUR APPLICATION VIA GRANTS.GOV

### Register or Verify Registration with Grants.gov

Applications for this program must be submitted via [Grants.gov](https://www.grants.gov). Before using Grants.gov for the first time, each organization must register with the website to create an institutional profile. Once registered, your organization can then apply for any government grant on the Grants.gov website.

If your organization has already registered and you have verified that your registration is still valid, you may skip this step. If not, please see the Grants.gov [checklist](#) to guide you through the registration process. **We strongly recommend that you complete or verify your registration at least two weeks before the application deadline, as it takes time for your registration to be processed.** If you have problems registering with Grants.gov, call the Grants.gov help desk at 1-800-518-4726.

As part of the Grants.gov registration process, applicants are required to register with the [System for Award Management](#) (SAM). You can find additional information below, at the start of Section VI, "Award Administration Information."

### Download the Free Adobe Reader Software

To fill out a Grants.gov application package, you will need to download and install the current version of Adobe Reader. The latest version of Adobe Reader, which is designed to function with PCs and Macintosh computers using a variety of popular operating systems, is available at no charge from [Adobe](https://www.adobe.com).

Once installed, the current version of Adobe Reader will allow you to view and fill out Grants.gov application packages for any federal agency. If you have a problem installing Adobe Reader, it may be because you do not have permission to install a new program on your computer. Many organizations have rules about installing new programs. If you encounter a problem, contact your system administrator.

## Download the Application Package

To submit your application, you will need to download the application package from the [Grants.gov](https://www.grants.gov) website. You can download the application package at any time. (You do not have to wait for your Grants.gov registration to be complete.) You can also find a link to the application package on the [program resource page](#).

Save the application package to your computer's hard drive. To open the application package, select the file and double click. You do not have to be online to work on it.

You can save your application package at any time by clicking the "Save" button at the top of your screen. *Tip:* If you choose to save your application package before you have completed it, you may receive an error message indicating that your application is not valid. Click "OK" to save your work and complete the package another time. You can also use e-mail to share the application package with members of your organization or project team.

The application package contains four forms that you must complete in order to submit your application and one form required only of project directors who have not previously directed an NEH summer program:

1. **Application for Federal Domestic Assistance - Short Organizational**—this form asks for basic information about the project, the project director, and the institution.
2. **Supplementary Cover Sheet for NEH Grant Programs**—this form asks for additional information about the project director, the institution, and the budget.
3. **Project Performance/Site Location(s) Form**—this form asks for information about the primary site(s) at which grant activities will take place.
4. **Attachments Form**—this form allows you to attach your narrative, budget, and the other parts of your application.
5. **Key Contacts Form** (required only of project directors who have not previously directed an NEH summer program)—this form asks for the names of your referees and their contact information.

When you fill out the forms, please type all entries (including the project title, brief project description, project director's name, primary contact/grants administrator's name, and authorized representative's name—legal names only, no abbreviations or nicknames) directly onto the form, instead of pasting them in; pasted-in quotation marks, diacritics, and other symbols are often converted into question marks during transmittal. Use normal punctuation and do not type using only capital letters.

To assist applicants, Grants.gov provides a helpful [troubleshooting](#) page.

## Form I: How to Fill out the Application for Federal Domestic Assistance—Short Organizational

Select the form from the menu and double click to open it.

Please provide the following information:

1. **Name of Federal Agency:** This will be filled in automatically with “National Endowment for the Humanities.”
2. **Catalog of Federal Domestic Assistance Number:** This will be filled in automatically with the CFDA number and title of the NEH program to which you are applying.
3. **Date Received:** Please leave blank.
4. **Funding Opportunity Number:** This will be filled in automatically.
5. **Applicant Information:** In this section, please supply the name, address, employer/taxpayer identification number (EIN/TIN), DUNS number, website address, and congressional district of the institution. Also choose the “type” that best describes your institution (you only need to select one).

If your institution is located, for example, in the 5th Congressional District of your state, put a “5.” If your institution doesn’t have a congressional district (for example, it is in a state or U.S. territory that doesn’t have districts or is in a foreign country), put a “0” (zero).

All institutions applying to federal grant programs are required to provide a DUNS number, issued by Dun & Bradstreet, as part of their application. Project directors should contact their institution’s grants administrator or chief financial officer to obtain their institution’s DUNS number. Federal grant applicants can obtain a DUNS number free of charge by calling 1-866-705-5711. ([Learn more](#) about the requirement.)

6. **Project Information:** Provide the title of your project. Your title should be brief (no more than 125 characters), descriptive, and substantive. It should also be informative to a nonspecialist audience. Provide a brief (no more than one thousand characters) description of your project. The description should be written for a nonspecialist audience and clearly state the importance of the proposed work and its relation to larger issues in the humanities. List the starting and ending dates for your project.
7. **Project Director:** Provide the name, title, mailing address, e-mail address, and telephone and fax numbers for the project director.
8. **Primary Contact/Grants Administrator:** Provide the contact information for the official responsible for the administration of the grant (that is, negotiating the project budget and ensuring compliance with the terms and conditions of the award). This person is often a grants or research officer, or a sponsored programs official. Normally, the Primary Contact/Grants Administrator is not the same person as the Project

Director. If the project director and the grants administrator are the same person, skip to Item 9.

9. **Authorized Representative:** Provide the contact information for the Authorized Organization Representative (AOR) who is submitting the application on behalf of the institution. This person, often called an “Authorizing Official,” is typically the president, vice president, executive director, provost, or chancellor. In order to become an AOR, the person must be designated by the institution’s E-Business Point of Contact. For more information, please consult the [Grants.gov user guide](#) (PDF), which is available along with other applicant resources [here](#).

## Form II: How to Fill out the Supplementary Cover Sheet for NEH Grant Programs

Select the form from the menu and double click to open it. Please provide the following information:

1. **Project Director:** Use the pull-down menu to select the major field of study for the project director.
2. **Institution Information:** Use the pull-down menu to select your type of institution.
3. **Project Funding:** Enter your project funding information. Note that applicants for Challenge Grants should use the right column only; applicants to all other programs should use the left column only.
4. **Application Information:** Indicate whether the application will be submitted to other NEH grant programs, government agencies, or private entities for funding. If so, please indicate where and when. NEH frequently cosponsors projects with other funding sources. Providing this information will not prejudice the review of your application.

For **Type of Application**, check “new” if the application requests a new period of funding, whether for a new project or the next phase of a project previously funded by NEH. Check “supplement” if the application requests additional funding for a current NEH grant. Applicants requesting a supplement should provide the current grant number. Before submitting an application for a supplement, applicants should discuss their request with an NEH program officer.

For **Project Field Code**, use the pull-down menu to indicate the field(s) of your project. You may select one, two, or three fields. If you select more than one, list the primary field first.

## Form III: How to Fill out the Project/Performance Site Location(s) Form

Select the form from the menu and double click to open it. Please provide the requested information. You can view instructions for each requested data element by positioning your cursor over the blank field.



## Form IV: How to Use the Attachments Form

You will use this form to attach the various files that make up your application.

Your attachments must be in Portable Document Format (.pdf). We cannot accept attachments in their original word processing or spreadsheet formats. If you don't already have software to convert your files into PDFs, [many low-cost and free software packages](#) will do so.

When you open the Attachments Form, you will find fifteen attachment buttons, labeled "Attachment 1" through "Attachment 15." By clicking on a button, you will be able to choose the file from your computer that you wish to attach. You must name and attach your files in the proper order so that we can identify them.

Please attach the proper file to the proper button as listed below:

ATTACHMENT 1: To this button, please attach your **table of contents**. Name the file "contents.pdf".

ATTACHMENT 2: To this button, please attach your **narrative description**. Name the file "narrative.pdf".

ATTACHMENT 3: To this button, please attach your **budget** (to which you may attach your budget narrative) and—if you are claiming indirect costs—a copy of your institution's current federally negotiated indirect cost rate agreement. Name the file "budget.pdf"

ATTACHMENT 4: To this button, please attach your **appendices**. Name the file "appendices.pdf".

ATTACHMENT 5: To this button, please attach your **evaluations** (if you have previously directed an NEH summer program). Name the file "evaluations.pdf".

Use the remaining buttons to attach any additional materials (if appropriate). Please give these attachments meaningful file names and ensure that they are PDFs.

Note that Grants.gov will reject applications with files whose names include any character **other than numbers, letters, underscores (\_), hyphens (-), spaces, and periods**. If you include any other character (for example, a comma) in a filename, Grants.gov will reject your application.

**Form V: How to Fill out the Key Contacts Form** (required only of project directors who have not previously directed an NEH summer program)

Using the same procedure that you used for the first four forms, open this form and provide the following information for each of your referees:

- **Contact Project Role:** Please list Referee 1, Referee 2, and so on.
- **First Name, Last Name:** List the name of each referee.
- **Address/Telephone:** Please list accurate contact information for each referee.

- **E-mail:** This is the e-mail address that NEH will use to contact each one of your referees to give him or her access to the online reference letter system several days after the application deadline. Please be sure that you list an e-mail address that the referee in question will be checking frequently during March. Note that referees may not have regular access to university e-mail if traveling over spring break. Do not provide more than one e-mail address in this field.

## UPLOADING YOUR APPLICATION TO GRANTS.GOV

When you have completed all four (or, in some cases, five) forms, use the right-facing arrow to move each of them to the “Mandatory Documents for Submission” column. Once they have been moved over, the “Submit” button will activate. You are now ready to upload your application package to Grants.gov.

During the registration process, your institution designated one or more AORs (Authorized Organization Representatives). These AORs typically work in your institution’s Sponsored Research Office or Grants Office. When you have completed your application, you must ask your AOR to submit the application, using the special username and password that were assigned to him or her during the registration process.

To submit your application, your computer must have an active connection to the Internet. To begin the submission process, click the “Submit” button. A page will appear, asking you to sign and submit your application. At this point, your AOR will enter his or her username and password. When you click the “Sign and Submit Application” button, your application package will be uploaded to Grants.gov. Please note that it may take some time to upload your application package, depending on the size of your files and the speed of your Internet connection.

After the upload is complete, a confirmation page will appear. This page, which includes a tracking number, indicates that you have submitted your application to Grants.gov. Please print this page for your records. The AOR will also receive a confirmation e-mail message.

NEH suggests that you submit your application no later than 5:00 p.m. Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on [federal holidays](#)), at 1-800-518-4726. You can also send an e-mail message to [support@grants.gov](mailto:support@grants.gov). For purposes of verification, keep a record of any communication with Grants.gov, including a case number if it is assigned.

## Deadlines

**Draft proposals:** Program staff recommends that draft proposals (optional) be submitted at least four weeks before the deadline. Time constraints may prevent staff from reviewing draft proposals submitted after that date. Staff comments in response to draft proposals are not part of the formal review process and have no bearing on the final outcome of the proposal, but previous applicants have found them helpful in strengthening their applications. Drafts should be submitted to [sem-inst@neh.gov](mailto:sem-inst@neh.gov).

**Applications must be received by Grants.gov on or before March 4, 2014. Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after that date will not be accepted.**

## V. Application Review

Applications are evaluated according to three general criteria of evaluation: intellectual quality and significance, impact, and feasibility.

### 1. Intellectual quality and significance

- Intellectual significance
  - Does the project focus on a significant subject in the humanities?
  - Does the study engage important humanities topics or texts?
- Readings and sources
  - Does the project draw on sound humanities research and rigorous scholarship?
  - Are the primary and secondary texts well chosen to illuminate the subject under study?
  - If applicable, are other sources (for example, performances, artworks, material objects) well chosen for the subject under study?
- Faculty
  - Do the principal faculty members have strong scholarly records and a demonstrated commitment to excellent teaching?
  - Do their contributions promise to illuminate the topic(s) under study?
- Overall quality of the proposal
  - Is the proposal's intellectual rationale clear and persuasive?
  - Is the proposal's content amply set forth?
  - Does the proposal provide a balanced exploration of the topic(s) under study?
  - Is the proposal free of professional jargon and accessible to nonspecialists?

### 2. Impact

- Impact on participants
  - Will participants engage in collegial intellectual inquiry?

- Will the experience benefit teachers intellectually and professionally?
- Impact on the field
  - Does the project show promise of advancing teaching and scholarship in the humanities?
- 3. Feasibility
  - Program design and activities
    - Is the program design well suited to the ideas, themes, and audience?
    - Are the project schedule and activities well planned, described in adequate detail, and realistic?
    - Does the applicant refrain from including activities not supported by the NEH (listed at the end of the Program Description section of the guidelines above, beneath the “Types of projects not supported” heading)?
  - Scholars and project setting
    - Do letters from visiting scholars and consultants demonstrate commitment?
    - Does the project’s setting provide access to relevant resources and support membership in a residential community?
  - Administration and budget
    - Are the plans for administration sound and well developed?
    - Are the costs of the project reasonable in view of its design and likely results?

### **Previously offered seminars or institutes**

Proposals to repeat seminars or institutes previously offered are evaluated by the same criteria as new proposals. Note, however, that previous funding does not guarantee that a project will be funded again. Former project directors must submit copies of all evaluations by NEH Summer Scholars of their most recently offered NEH summer program, and they should add evidence of responsiveness and fine-tuning where appropriate. NEH may give preference to new applicants whose projects would study new topics.

A director who submitted his or her first successful NEH summer program application before the March 2013 deadline is not eligible to reapply before the March 2014 deadline. First-time directors must instead complete their 2014 summer program, and receive evaluations from the NEH Summer Scholars, before they can submit proposals to direct another NEH summer program.

## **Review and selection process**

Knowledgeable persons outside NEH will read each application and advise the agency about its merits. NEH staff comments on matters of fact or on significant issues that otherwise would be missing from these reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at various times during the year to advise the NEH chairman on grants. The chairman takes into account the advice provided by the review process and, by law, makes all funding decisions. More details about NEH's review process are available [here](#).

## **VI. Award Administration Information**

### **System for Award Management Entity records**

The Federal Funding Accountability and Transparency Act (FFATA) requires federal agencies to make information about the expenditure of tax funds available to the public. To facilitate this, an applicant organization must maintain current information in its Entity record in the System for Award Management (SAM), which now administers the former Central Contractor Registry (CCR). You must therefore review and update the information in your Entity record at least annually after the initial registration, and more frequently if required by changes in your information or another award term. In order for you to apply for an award via Grants.gov, receive an award, or receive payment on an award, the information in your Entity record must be current. You can update your organization's Entity record [here](#). You may need a new SAM User Account to register or update your Entity record.

### **Award notices**

Applicants will be notified of the decision by e-mail in September 2014. Institutional grants administrators and project directors of successful applications will receive award documents by e-mail in October 2014. Applicants may obtain the evaluations of their applications by sending an e-mail message to [sem-inst@neh.gov](mailto:sem-inst@neh.gov).

### **Administrative requirements**

Before submitting an application, applicants should review their [responsibilities as an award recipient](#) and the [lobbying certification requirement](#).

### **Award conditions**

The requirements for awards are contained in the [General Terms and Conditions for Awards](#), the [Addendum](#) to it, any specific terms and conditions contained in the award document, and the applicable [OMB circulars governing federal grants management](#).

### **Reporting requirements**

A schedule of report due dates will be included with the award document. Reports must be submitted electronically via [eGMS](#), NEH's online grant management system.

Interim and final performance reports will be required. Further details can be found in [Performance Reporting Requirements](#).

A final [Federal Financial Report](#) (SF-425, PDF) will be due within ninety days after the end of the award period. For further details, please see the [Financial Reporting Requirements](#).

## VII. Points of Contact

If you have questions about the program, contact:

Division of Education Programs  
National Endowment for the Humanities  
Room 302  
1100 Pennsylvania Avenue, NW  
Washington, DC 20506  
202-606-8471  
[sem-inst@neh.gov](mailto:sem-inst@neh.gov)

If you need help using Grants.gov, refer to

Grants.gov: [www.Grants.gov](http://www.Grants.gov)  
Grants.gov help desk: [support@grants.gov](mailto:support@grants.gov)  
Grants.gov customer support tutorials and manuals:  
<http://www.grants.gov/web/grants/applicants/applicant-resources.html>  
Grants.gov support line: 1-800-518-GRANTS (4726)  
Grants.gov [troubleshooting tips](#)

## VIII. Other Information

### Privacy policy

Information in these guidelines is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. The principal purpose for which the information will be used is to process the grant application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

### Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that the average time to complete this application is fifteen hours per response. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Guidelines Officer, at [guidelines@neh.gov](mailto:guidelines@neh.gov); the Office of Publications, National Endowment for the Humanities, Washington, D.C. 20506; and the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, D.C. 20503. According to the Paperwork

Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number.

## APPLICATION CHECKLIST

- **Verify and if necessary update your institution's Entity record, or create an Entity record for your institution, at the System for Award Management (SAM).** Complete at least four weeks before the deadline.
- **Verify your institution's registration or register your institution with Grants.gov.** Complete at least two weeks before the deadline.
- **Download the application package from Grants.gov.** The [program resource page](#) on NEH's website has a direct link to the package. You can also search Grants.gov for this program.
- **Complete the following forms contained in the Grants.gov application package.**
  1. Application for Federal Domestic Assistance - Short Organizational
  2. Supplementary Cover Sheet for NEH Grant Programs
  3. Project/Performance Site Location(s) Form
  4. Attachments Form—Using this form, attach the parts of your application as described in the guidelines:

ATTACHMENT 1: Table of contents (name the file “contents.pdf”)

ATTACHMENT 2: Narrative (name the file “narrative.pdf”)

ATTACHMENT 3: Budget and—if you are claiming indirect costs—a copy of your institution's current federally negotiated indirect cost rate agreement (name the file “budget.pdf”)

ATTACHMENT 4: Appendices (name the file “appendices.pdf”)

ATTACHMENT 5: Evaluations, required only of project directors who have previously directed an NEH summer program (name the file “evaluations.pdf”)
  5. Key Contacts Form (list referees here; required only of project directors who have not previously directed an NEH summer program)

Your attachments must be in Portable Document Format (.pdf). We cannot accept attachments in their original word processing or spreadsheet formats. If you don't already have software to convert your files into PDFs, many low-cost and free software packages will do so. You can learn more about converting documents into PDFs [here](#).

**Upload your application to Grants.gov.** NEH **strongly** suggests that you submit your application no later than 5:00 p.m. Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on [federal holidays](#)), at 1-800-518-4726. You can also send an e-mail message to [support@grants.gov](mailto:support@grants.gov).